2022 Leadership Government Program Application
"Meeting the Challenge One Executive Core Qualification at a Time"

Application Period:	**July 19, 2021 – August 6, 2021**
2022 Program Year:	**October 26, 2021 – September 27, 2022**

Who May Apply?
Current GS-13 through GS-15 Permanent, Full-time GS Employees, in addition to U.S. Postal Service, Transportation Security Agency, Veterans Administration, Federal Aviation Administration and Military employees in comparable grade levels are welcome to apply.

Program Overview:
The purpose of the Leadership Government program is to aid in succession planning to ensure a pool of highly qualified persons to replace those projected to leave federal government service within the coming years.

Therefore, the 2022 Leadership Government program will focus on developing leadership skills with special emphasis on building all five of the Executive Core Qualifications (ECQs) required by the Office of Personnel Management (OPM) to progress to Senior Executive Service (SES) roles within the federal government.

All training will take place during normal business hours and each session will directly link to one Executive Core Qualification (ECQ), with particular emphasis on one associated core competency.

NOTE: This year, we are offering a hybrid of face-to-face and virtual learning offerings. As federal agencies continue to return to workspaces and increase telework options, we approach 2022 with this transitory state in mind. ***Our face-to-face class sessions will be conducted in the metro Atlanta area applying current Centers for Disease Control and Prevention protocols and guidelines. Our virtual classes will be conducted in a virtual environment using a variety of platforms (Adobe Connect, Microsoft Teams, Zoom for Government, and Google Meets).***

The program period will be October 26, 2021 – September 27, 2022, and s**election does not infer promotion.**

Participation Outcomes:

Upon completion of the 2022 Leadership Government Program, participants will have the following in preparation for increased leadership responsibilities and/or a formal OPM approved SES Candidate Development Program (SESCDP) in accordance with 5 CFR 412.302(c)):

- *40+ hours of formal training that address ECQs*

- *Completion of training and project implementation to meet Six Sigma Green Belt certification requirements*

- *Paradigm 360 Coaching Certification with hands-on employee coaching experience*

- *Alternative Dispute Resolution (ADR) certification training with eligibility to participate in the Federal Shared Neutrals Program*

- *24 hours of Transformational, Values-based Leadership (Communication/Connection Principles, Connection Practices, Leading with Core Values)*

- *Meta Leadership and Emergency Preparedness training by Harvard's Kennedy School of Government National Preparedness Leadership Initiative (NPLI) experts*

Participant Responsibilities

Commitment of Time – Most agencies cannot afford for staff members to engage in a yearlong program where the employee will be away from their duty station and responsibilities. Therefore, this program has been designed to offer optimal benefits using the least amount of out-of-office time possible.

Attendance – Program participants are expected to attend all class sessions, external awareness visits, and any events that are scheduled. If a participant misses more than **five (5)** of the program days, or a **mandatory program session**, he or she will be dropped from the program. All mandatory sessions and program dates are listed below.

Week Long and Multi-Day Certification Program Sessions are: *(Mandatory Attendance for Certification)*

Coaching Paradigm Certification *(3 Days) ***
Six Sigma Green Belt Certification *(1 Week)*
Mediation Certification (ADR) (*1 Week)*
Meta Leadership Certification *(2 Days)*

***There will also be weekly webinars for nine weeks. These meetings will typically last two hours and may require additional prep work or follow-up tasks in order to achieve the coaching certification.*

Program Tuition Cost **- $3,000 (Increased to cover enhanced training and postage costs)**

Best Value - The estimated cost avoidance/savings to agencies for the 2020 Leadership Government Program was approximately **$28,045** per participant based on each participant taking these courses individually outside of the Leadership Government Program.

Program – Participants will meet government, private sector speakers and academic leadership to discuss issues impacting government and explore each topic with special attention focused on building the competencies required to meet Executive Core Qualifications (ECQs). The 2022 Leadership Government session dates are as follows:

Proposed Leadership Government 2022 Curriculum		
Class Date	**Class Title**	**Virtual/Classroom**
Tuesday, October 26, 2021	Leadership Government Opening Day	Classroom
Wednesday, October 27, 2021	D.i.S.C. Assessment	Classroom
Thursday, October 28, 2021	The 360 Leader	Classroom
Wednesday- Thursday, November 3 -4	The Coaching Paradigm**	Classroom
Monday -Thursday, January 10 -13, 2022	Writing Executive Core Qualifications	Virtual - Zoom
Monday – Friday, January 31-February 4, 2022	Lean Six Sigma Greenbelt Training	Classroom
Friday, February 4, 2022	Lean Six Sigma Project Selection	Classroom
Wednesday – Thursday, February 9 -10, 2022	Emotional Intelligence	Virtual
Wednesday – Thursday, February 23-24, 2022	Accelerated Coaching Training/Executive Coaching Certification	Classroom
Thursday, March 3, 2022	Book Review	Virtual
Monday – Friday, March 14 -18, 2022	Alternative Dispute Resolution and Conflict Management (Mediation)	Virtual
Thursday, April 7, 2022	Leadership Day	
Thursday, April 14, 2022	Diversity Day/Book Review	Virtual
Thursday, April 21, 2022	Lean Six Sigma Project Day	Virtual
Thursday, May 5, 2022	Georgia Tech Prep/Lean Six Sigma Project Day	Virtual
Thursday, May 12,2022	Leading with Core Values/Everyone Communicates Few Connect- Principles	Virtual
Thursday, May 19, 2022	Georgia Tech Leadership Challenge	Georgia Tech Campus
Thursday, June 2, 2022	Book Review/ Lean Six Sigma Project Day	Virtual
Thursday, June 16, 2022	Lean Six Sigma Project Day	Virtual
Tuesday -Thursday, July 12 – 14, 2022	Meta Leadership	Classroom
Thursday, July 28, 2022	Everyone Communicates Few Connect - Practices	Virtual
Thursday, August 11, 2022	Lean Six Sigma Project Presentations	Classroom
Thursday, September 29, 2022	Fall Full Board/ LG Graduation	Classroom

**There will also be weekly webinars for nine weeks. These meetings will typically last two hours and may require additional prep work or follow-up tasks to achieve the coaching certification

Each applicant must submit a **complete application package** which consists of the following:

Attachment A	**Application Cover Sheet**
Attachment B	**Application Information Sheet**
Attachment C	**Executive Core Qualification (ECQ) Responses**
Attachment D	**Leadership Self-Assessment Responses**
Attachment E	**First Line Supervisor Assessment**
Attachment F	**Payment Agreement**

All applications MUST be typed using on 8½ x 11 paper with 12pt font and one (1) inch margins on all sides. Also, no application materials should be stapled or printed on double-sided paper.

Information, forms, and formats other than those listed above, in addition to photographs or documents including sensitive information will not be used by the review panel and may deem the applicant ineligible for application review.

Applications will be accepted from **July 19, 2021, through August 6, 2021,** and a complete application package containing the above information must be emailed to Atlantafeb@gsa.gov or postmarked by midnight on **August 6, 2021,** in order to be considered.

NOTE: **For email submissions, the approving Agency official should electronically submit the approved application along with an electronic signature on Attachment F.**

ALL submissions are expected to be original responses to the questions within this application. If your answers are found to be a duplicate submission of any kind, the applicant will automatically be disqualified.

Late or Incomplete applications will not be considered.

2022 Leadership Government Applications should be emailed to Atlantafeb@gsa.gov or mailed to:

Atlanta Federal Executive Board
ATTN: Leadership Government
Richard B. Russell Federal Building
75 Ted Turner Drive, SW, Suite 1142
Atlanta, Georgia 30303

Selection Process
- A panel made up of individuals from a cross section of agencies will complete the initial screening process and rank candidates based on a predetermined assessment tool.

- Candidates will be rated on the following evaluation method worth a total of 100 points:
  - Supervisor Evaluation: 25 points
  - Leadership Competencies: 40 points
  - Leadership Assessment Questions: 35 points

- Final selections and determinations will be made by the Atlanta FEB with every effort made to ensure equitable review.

For More Information: Contact Joel Bridges, Executive Director, Atlanta Federal Executive Board at joel.bridges@gsa.gov or Atlantafeb@gsa.gov

The Atlanta Federal Executive Board provides equal opportunity for all persons without regard to race, color, sex, age, national origin, religion, gender, disability, sexual orientation, marital status, or political affiliation.

2022 Leadership Government Program Application
Attachment A

Submitted by:

Applicant: _____

Agency: _____

Date:_____

ATTACHMENT B

ATLANTA FEDERAL EXECUTIVE BOARD
2022 LEADERSHIP GOVERNMENT PROGRAM
Application Information Sheet

APPLICANT'S NAME:		
AGENCY:		

OFFICE PHONE:	FAX:	EMAIL:

CURRENT POSITION TITLE:	CURRENT GRADE:

Briefly describe your current position:

PREVIOUS POSITIONS: (List in reverse chronological order covering the previous three years)

Employer:	Title & Grade:	From:	To:
Overview of Duties:			
Employer:	Title & Grade:	From:	To:
Overview of Duties:			
Employer:	Title & Grade:	From:	To:
Overview of Duties:			

COMMITMENT

The Leadership Government Program is a yearlong developmental program and program participants are expected to attend all class sessions, external awareness visits, and any events that are scheduled. Participation requires a serious commitment of time. Please make sure you can commit to the demands of the program.

ATTENDANCE

If a participant misses more than <u>five (5)</u> program days, or a mandatory program session, he or she will be dropped from the program. All mandatory sessions and program dates are listed in the 2022 Leadership Government Program Application.

Signatures confer agreement of commitment and attendance.
(Signatures are Required)

Applicant's Signature:	**Date:**
First Line Supervisor's Signature:	**Date:**
Agency Head or Designee's Signature:	**Date**

Attachment C

ATLANTA FEDERAL EXECUTIVE BOARD
2022 LEADERSHIP GOVERNMENT PROGRAM
Executive Core Qualification (ECQ) Questions

Applicant Name:

Applicants must address each ECQ by documenting relevant knowledge, skills, abilities, and accomplishments in each area. Applicants should document any experience that demonstrates they have the potential to excel in each area, including paid, social, or civic work experiences, as well as any relevant education, training or outside activities that demonstrate commitment to personal and/or professional growth.

Applicants should respond to each ECQ using the C-A-R method to outline the Challenge, Action and Result of each of each challenge or scenario presented. The same experience may be used (repeated) for more than one competency as each leadership competency will be scored separately. Therefore, it is important to clearly associate all experiences with the specific leadership competency and remember that the purpose of addressing the leadership competencies is to document the applicants' specific experience and inputs.

Responses are limited to 250 words per qualification and any information beyond this limit will not be read or considered. Each response is worth up to a maximum of 8 points each, with this section totaling 40 points.

ECQ 1: Leading Change
Ability to bring about strategic change, both within and outside the organization to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

ECQ 2: Leading People
Ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

ECQ 3: Results Driven
Ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

ECQ 4: Business Acumen
Ability to manage human, financial, and information resources strategically.

<u>ECQ 5: Building Coalitions</u>

Ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Attachment C-1

ATLANTA FEDERAL EXECUTIVE BOARD
2022 LEADERSHIP GOVERNMENT PROGRAM
Leadership Self-Assessment Questions – LEADING CHANGE

Applicant Name:

ECQ 1: Leading Change

Ability to bring about strategic change, both within and outside the organization to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Attachment C-2

ATLANTA FEDERAL EXECUTIVE BOARD
2022 LEADERSHIP GOVERNMENT PROGRAM
Leadership Self-Assessment Questions – LEADING PEOPLE

Applicant Name:

ECQ 2: Leading People

Ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Attachment C-3

ATLANTA FEDERAL EXECUTIVE BOARD

2022 LEADERSHIP GOVERNMENT PROGRAM
Leadership Self-Assessment Questions – RESULTS DRIVEN

Applicant Name:

ECQ 3: Results Driven

Ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Attachment C-4

ATLANTA FEDERAL EXECUTIVE BOARD
2022 LEADERSHIP GOVERNMENT PROGRAM
Leadership Self-Assessment Questions – BUSINESS ACUMEN

Applicant Name:

ECQ 4: Business Acumen

Ability to manage human, financial, and information resources strategically.

Attachment C-5

ATLANTA FEDERAL EXECUTIVE BOARD
2022 LEADERSHIP GOVERNMENT PROGRAM
Leadership Self-Assessment Questions – BUILDING COALITIONS

Applicant Name:

ECQ 5: Building Coalitions

Ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Attachment D-1

ATLANTA FEDERAL EXECUTIVE BOARD
2022 LEADERSHIP GOVERNMENT PROGRAM
Leadership Self-Assessment Questions

Applicant Name:

Applicants should address each of the following questions using **no more than 300 words per question. Information beyond this will not be considered**. Each question is worth up to a maximum of 7 points. This section is worth a total of 35 points.

1. The purpose of the Leadership Government training program is to aid in succession planning to ensure a pool of highly qualified persons. Tell the committee why you think you are that person. Include examples of demonstrated experience where you have proven your reputation as a highly qualified leader.

Attachment D-2

ATLANTA FEDERAL EXECUTIVE BOARD
2022 LEADERSHIP GOVERNMENT PROGRAM
Leadership Self-Assessment Questions

Applicant Name:

2. Program participants are expected to attend all class sessions, visit other federal agencies and private organizations, engage in community service activities, read four leadership books and write reports on them, complete a workgroup project, in addition to many other program requirements throughout the year. Convince the committee that you are willing to commit to developing your leadership through this program. Then, tell us how you have demonstrated your commitment to other developmental programs, projects, or activities and the impact that you've had as a committed participant.

Attachment D-3

ATLANTA FEDERAL EXECUTIVE BOARD
2022 LEADERSHIP GOVERNMENT PROGRAM
Leadership Self-Assessment Questions

Applicant Name:

3. As a leader, discuss your views on promoting diversity (racial, gender, generational, etc.) in the workplace. Include examples of how you have increased your awareness and understanding of the importance of creating a diverse, yet inclusive workplace environment. Describe any examples of how you have helped promote diversity awareness within your agency.

Attachment D-4

ATLANTA FEDERAL EXECUTIVE BOARD
2022 LEADERSHIP GOVERNMENT PROGRAM
Leadership Self-Assessment Questions

Applicant Name:

4. Describe a community issue of importance to you and how you support that issue (i.e., volunteerism, nonprofit/charitable support, etc.) Discuss the importance and value of a leader developing an awareness of community issues and engaging in community service and advocacy. How have your efforts affected or changed the community?

Attachment D-5

ATLANTA FEDERAL EXECUTIVE BOARD
2022 LEADERSHIP GOVERNMENT PROGRAM
Leadership Self-Assessment Questions

Applicant Name:

5. It is said that in order to be a good leader you must be a good follower, what does being a good follower mean to you? Also, what motivates you to be a leader, and how do you motivate others? Please provide examples.

Attachment E

ATLANTA FEDERAL EXECUTIVE BOARD
2022 LEADERSHIP GOVERNMENT PROGRAM
First Line Supervisor Assessment

Applicant Name: _____

Provide a numerical score using the following scale:

1 – Little or No Potential	2 – Limited Potential	3 – Average Potential	4 – Above Average Potential	5 – Exceptional Potential
Management/Leadership Competency		**Score**	**Rational/Explanation** *(50 words or less)*	
ECQ 1: Leading Change Ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.				
ECQ 2: Leading People Ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.				
ECQ 3: Results Driven Ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.				
ECQ 4: Business Acumen Ability to manage human, financial, and information resources strategically.				
ECQ 5: Building Coalitions Ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. attention and resolution.				

An applicants' concurrent participation in the President's Management Council (PMC) Interagency Rotation Program has proven to be beneficial for the applicant, gaining and releasing agencies. As the Supervisor of record for this applicant, would you support the applicant's decision to apply to the PMC program? **Yes** __ **No** ___ **Maybe** ___ (Highlight your response with an "x" in the appropriate selection).

Name: _____   **Signature:** _____
      (First Line Supervisor)   **Date:** _____

Attachment F

ATLANTA FEDERAL EXECUTIVE BOARD
2022 LEADERSHIP GOVERNMENT PROGRAM
Program Payment Agreement

Applicant Name: _____

Applicant Agency: _____

Agency Division: _____

This form serves as the payment agreement for the 2022 Leadership Government Program. By signing this form, signatories commit to submitting the full program tuition of **$3,000.00** within 15 calendar days of notice of applicant acceptance.

Purchase Point of Contact, Financial Manager, and/or Administrative Officer:

Name: _____

Agency: _____

Title: _____

Phone: _____

Email: _____

First Line Supervisor Name: _____

First Line Supervisor Signature: _____

Date: _____

Approving Official Name: _____

Approving Official Signature: _____

Date: _____